

**TOWN OF WEST TISBURY
SENIOR CITIZEN TAX WORKOFF PROGRAM**

FACT SHEET

WHAT IS THE SENIOR CITIZEN TAX WORKOFF PROGRAM?

The Senior Citizen Tax Workoff Program is a program of the Town of West Tisbury that offers seniors the opportunity to volunteer hours of service to the Town and receive up to a maximum of \$1,500 reduction per fiscal year in real estate taxes. The pay rate is set at the Massachusetts minimum wage, and limited to \$1,500/year, though participants will not earn paychecks. Instead, they will receive a voucher from the Department, signed off on by the Council on Aging, which will be submitted to the Board of Assessors as evidence of the amount "earned," which will then be abated from the tax bill.

WHAT ARE THE ELIGIBILITY REQUIREMENTS?

Participants must be 60 or older as of the date they begin participation in the program. They must be taxpayers whose primary residence is their property in West Tisbury, and have verified income eligibility in order to participate in the program.

WHAT IS THE NATURE OF THE WORK TO BE PERFORMED?

Depending on the interests and/or experience of the participants, the work may be clerical work, library assistance, grant writing, landscaping, custodial, shellfish propagation support, etc. The Town departments must have work available and approve the participant to work in the department.

WHAT ARE THE DAYS AND HOURS?

This depends on the participant's schedule and the needs of the department or office to be served. The actual number of hours will depend on the tasks. Participants may not work more than the maximum hours allowed in the tax year, as provided by the current Massachusetts minimum wage and current maximum allowable exemption. The participants may start their participation any time after December 1st, and must finish the annual program by December 1st of the following year. Work performed after December 1st will be credited to the following fiscal year's actual tax bill, but a new application and verification of eligibility will need to be completed.

HOW CAN I APPLY?

Applications are available at the Up-Island Council on Aging. Council on Aging staff will verify information provided and approve the application*. Refer to the Income Limits Chart under the Documents section of the Dukes County Regional Housing Authorities website, DCRHA@HOUSINGAUTHORITYMV.ORG for information regarding allowable annual income (HUD 80%). If accepted, you must also complete an employment contract with the Town.

*** Only the Board of Assessors can approve the actual tax deduction and will do so upon certification that the work was actually performed.**

**TOWN OF WEST TISBURY
SENIOR CITIZEN TAX WORKOFF PROGRAM
PARTICIPATION AGREEMENT**

The Town of West Tisbury, a municipal corporation with offices at 1059 State Road, West Tisbury, Mass. (hereinafter "the Town") and _____ of _____ (hereinafter "the Participant") on this _____ day of _____, _____, agree as follows:

The Participant will provide service to the Town for a maximum of One Thousand Five Hundred Dollars (\$1,500) hours between the date of execution of this Agreement and December 1, 2022.

It is agreed and understood by both parties that the actual work assignments may be made on a week-to-week basis and may vary according to the needs of the department to which the Participant is assigned.

The nature of the work assignment shall be dictated by the needs of the Town and the head of the department to which the Participant is assigned.

The Participant is a volunteer participant in this program and is not entitled to benefits under any classification, compensation, benefit schedule or labor laws.

This Agreement will terminate on December 1, 2022, but may be terminated sooner at the discretion of the West Tisbury Board of Selectmen upon no less than seven (7) days' written notice of termination, which shall be given or mailed to the Participant's residential address as listed above.

Volunteer Participant

Director, Up-Island Council on Aging

**Town of West Tisbury
Senior Citizen Tax Workoff Program**

APPLICATION

Name: _____

Address: _____

Phone Number: _____

PART A: Eligibility Requirements (These documents are required when you submit your application and will be retained with confidential status by the Up-Island Council on Aging.)

Proof that you are at least 60 years old. (Copy of driver's License or Birth Certificate):

Proof that West Tisbury is your primary residence (Copy of most recent Real Estate tax bill and verification with the Town Clerk that the applicant is on the most current Town Street List) If the property is held in Trust, then trust documentation that shows the applicant has legal title, such as being a Trustee.

Do you have limited financial resources?	Yes	No
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Do you have special skills or work experience?	Yes	No
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_____ **If yes to the last question, describe:** _____

PART B: Gross Income from All Sources in Preceding Calendar Year (from a copy of your most recent federal tax return)

	Family Income
Retirement Benefits (Social Security, Railroad, Federal, Mass. and Political Subdivisions)	_____
Other Pension and Retirement Allowances	_____
Wages, Salaries, Other Compensation	_____
Net Profits from Business or Profession	_____
Interest and Dividends	_____
Other Income (Rent, Capital Gains, Etc.)	_____

Please list department(s) where you would like to work:

PART C:

Do you have any disability that would limit your ability to perform the essential and major functions of the work you have requested to perform?

If I qualify for the Senior Citizen Tax Workoff Program, I understand that I may receive a maximum of \$1,500 per program year at the current Massachusetts minimum hourly wage, which can only be used to reduce my Town of West Tisbury property tax.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

This application is Granted Denied

Job Assignment/Department: _____

OR

Reason for Denial: _____

Other or Pending Job Assignment(s)/Department(s): _____

**Town of West Tisbury
Senior Citizen Tax Workoff Program
Certification of Completion of Volunteer Services
(M.G.L. Chapter 59, Section 5K, as amended)**

To: The Board of Assessors
Town of West Tisbury

_____, owner of a parcel at _____
West Tisbury, Massachusetts, has completed _____ hours of volunteer work to be
credited toward the fiscal year _____ tax assessed on the parcel listed above at the
rate of \$_____ per hour, for a total credit of \$_____ for the fiscal year stated
herein.

Signature of Department Head: _____

Signature of Treasurer/Collector: _____

Signature of Principal Assessor: _____

Action Taken by the Board of Assessors

Approved: _____ Amount Abated: \$ _____

Other Action Taken: _____